

SUBJECT: Central Travel Branch Ceiling Authorization

5. With reference to use of part time employees as a solution to the ceiling problem:

a. we have had difficulty in recruiting part time employees for non-technical, repetitive type work such as microfilming and believe it would be even more difficult to recruit on a part time basis for work requiring technical ability and knowledge.

b. we believe part time employees tend to be less productive on a per hour of work basis than do full time employees. They would certainly require a disproportionate amount of supervisory and administrative time in training, scheduling and review of work.

c. the use of part time employment as a considered course of action would be detrimental to our career development program. Experience in the preparation and audit of travel vouchers is considered essential to the career development of finance professionals - significant curtailment in the opportunity for such assignments would make it more difficult to provide this meaningful experience for some officers. It is relevant to note that only one of the junior grade employees has been in Central Travel for more than two years.

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Director of Finance

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